



CHRA Korea Region HRDD
“HOW TO” TUTORIAL



HOW TO CREATE A STUDENT PROFILE IN CHRTAS

Civilian Human Resource Training Application System (CHRTAS) - Microsoft Internet Explorer provided by Korea Region CPOC

File Edit View Favorites Tools Help

Address <https://www.atrrs.army.mil/channels/chrtas/default.asp>

Civilian Human Resource Training Application System - CHRTAS

Main Menu

Student Functions

- ☒ Create/Update Student Profile
- ☐ Prepare Application
- ☐ Course Search
- ☐ Review / Edit Applications
- ☐ Resend Approval Request Email
- ☐ Create / Edit Travel Worksheets
- ☐ Request Cancellation
- ☐ Logoff

Supervisor Functions

- ☐ Supervisor Review/Approval

Site Coordinator Functions

- ☐ Request VTT/DL Broadcast

Help

- ☐ Build a Profile (Short Tutorial)
- ☐ Apply for Training (Short Tutorial)
- ☐ Submit a Travel Worksheet (Short Tutorial)
- ☐ Create a Student Profile (MS Powerpoint .52MB)
- ☐ Apply For Training (MS Powerpoint .79MB)
- ☐ Supervisory Review of Training Requests (MS Powerpoint .21MB)
- ☐ Apply for Travel (MS Powerpoint 2.58MB)
- ☐ Contact Help Desk

Announcements

1 Aug 2006
[Local Nationals - Do not use CAC to Login to CHRTAS](#)

23 Mar 2006
[CHRTAS Helpdesk Expanded - Regional HRD Points of Contact](#)

14 Mar 2006
[UPDATED - SSN's for Local National Employees](#)

22 Dec 2005
[NSPS Training - Supervisor Approval Bypass](#)

14 Sep 2005
[Pay Plan and Pay Grade for Local Nationals](#)

First, log on to CHRTAS*

Then, on the CHRTAS Main Menu, click on "Create/Update Student Profile"

YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.

Attention Local National employees: Use your SSN (FIN) and Date of Birth to log in to CHRTAS. Do not use your CAC card.

The profile requires your Email address and other information beyond your SSN and Date of Birth.

Warning & Usage Statement
This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use.

***Quick Link to CHRTAS**

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

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Civilian Human Resource Training Application System - CHRTAS

Main Menu



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CHRTAS Application System

Please verify/enter your information below. Be sure to be as accurate as possible.

The CHRTAS Application System screen appears

Enter last name, first name and all other information requested (Scroll down as needed)

Verify/Enter CHRTAS Information

CHRTAS Info:

SSN: 371424881 Last Name: DOE First Name: JOHN MI: N/A
Gender: Male Date of Birth: Jan 29 1969

Verify/Enter CHRTAS Information

CHRTAS Info:

SSN: 371424881 Last Name: DOE First Name: JOHN MI: N/A
Gender: Male Date of Birth: Jan 29 1969
Home Street: UNIT 1555, BOX 555 City: APO State: AP ZIP: 96218 - 5555
Disabilities: No Special Requirements: Please select a Special Requirement if Dis
Preferred Name for Name Tag: John Intern: N/A
Are you a Local National? (LN): No Are you Non-Appropriated Funded? (NAF):
Will ACTEDS funds be used for your travel and/or per diem? Yes
Duty Position Title:

IMPORTANT: For "City," enter Area CPAC you are serviced by: "Area I," "Area II," "Area III," or "Area IV."

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Civilian Human Resource Training Application System - CHRTAS

Main Menu

FOR **MILITARY** MEMBERS: Select Rank

Rank:

Enlisted/Warrant MOS:

Officer Branch:

FOR **CIVILIAN** EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13

FOR **CIVILIAN** EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade, e.g., GS-0334-13

FOR **CONTRACTORS**: Select CI as your Pay Plan, OCON as your Job Series and 11 as your Pay Grade.

Pay Plan: Job Series: [Click on hyperlink for table] Pay Grade:

CHRTAS Profile Contact Info

NOTE: For Pay Plan, KN employees select "F – NON-US MILITARY OR CIVILIAN"

And for Pay Grade, select "FC"

State: ZIP: -

Phone: - -

DSN: - Fax: - -

Are you a supervisor? (If so, please complete the items below)

How many employees do you supervise?

Length of time in current position? year(s) month(s)

Total length of time in a supervisory position? year(s) month(s)

Create/Update Student Profile Prepare Application Edit / Review Applications Student Travel Menu Logoff

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Important! Since CHRTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.

Email: john.doe@us.army.mil

Nominating Supervisor's Contact Info:

Name: Mary Smith Phone: 053 - 478

Important! Please ensure you enter your nominating supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email: mary.smith@us.army.mil

Approving Supervisor's Contact Info (Optional):

Note: CHRTAS allows for either one or two Supervisors in the Training Approval Process. Follow your local policy when identifying supervisors to approve training.

Important! If your Nominating Supervisor and Approving Supervisor are the same person or you only have one supervisor, just complete the nominating supervisor section and leave the approving supervisor section blank.

Email:

CREATE/UPDATE CHRTAS RECORD

Press the "Create/Update CHRTAS Record" button to continue

ase email us now.

USE ONLY

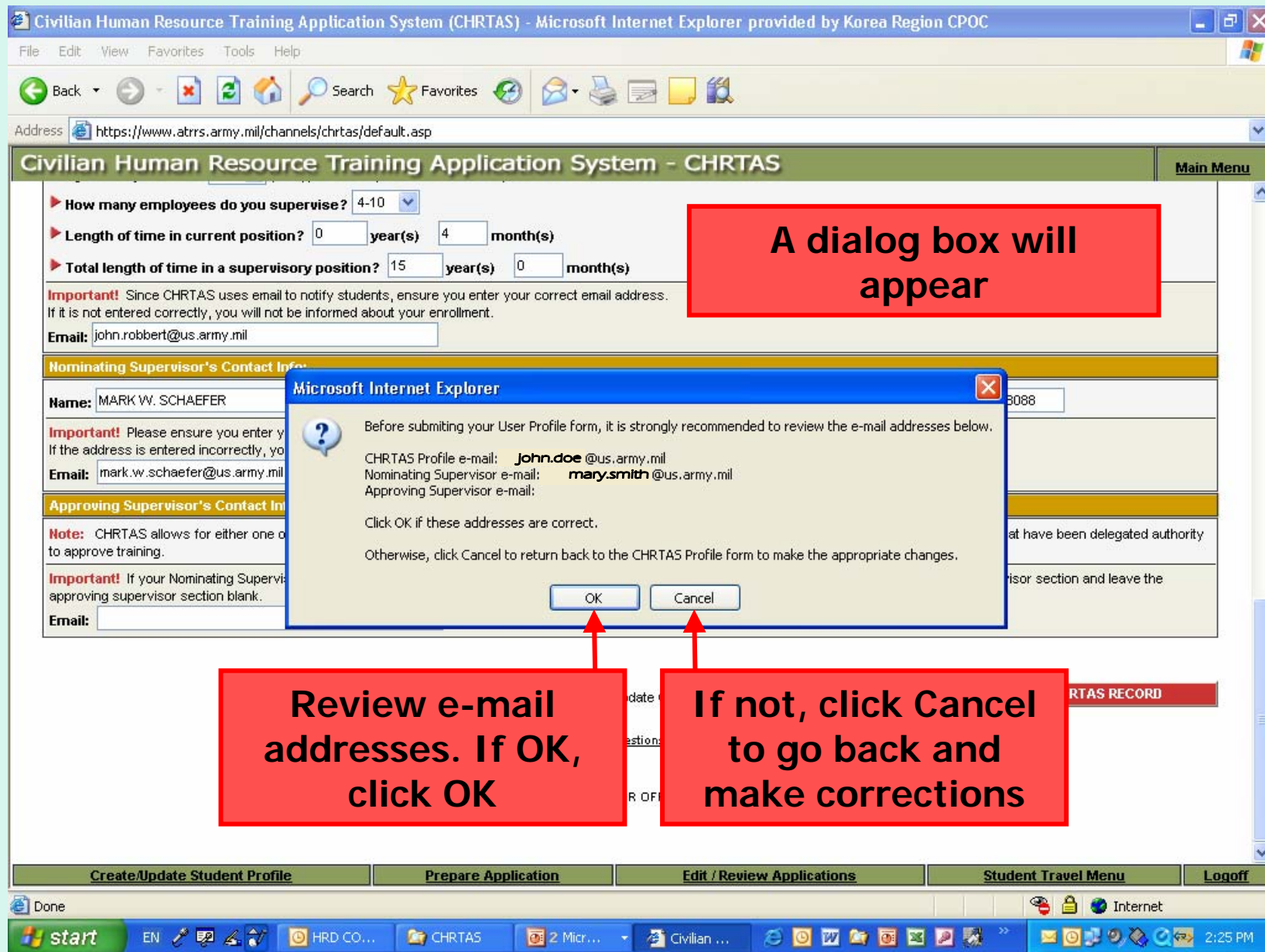
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**Use AKO addresses only
(us.army.mil, NOT
korea.army.mil)
for yourself and your
immediate supervisor.
Double check accuracy!**

**Leave blank unless 2nd
level supervisory
approval is required**

**Finally, when all information
has been entered correctly,
click on "Create/Update
CHRTAS Record"**



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Civilian Human Resource Training Application System - CHRTAS

[Main Menu](#)



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CHRTAS Application System

Record Updated.

This message indicates your profile has been successfully created or updated

Thank you. Your profile was successfully updated.

Click [here](#) to return to the Main Menu.

Click "[here](#)" to return to the Main Menu

[Create/Update Student Profile](#) [Prepare Application](#) [Edit / Review Applications](#) [Student Travel Menu](#) [Logoff](#)

Done

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**Click here to logoff
or
Choose another
function**

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